The COVID-19 Pandemic challenged our programs to move our often in-person services, meetings, and workshops or trainings online. This transition allowed us to continue to stay connected with our communities while prioritizing community care and safety. And, while, here in the United States we have been able to start "opening back up" or convening in-person with one another again, we have learned how important it is to continue providing online services, meetings, and gatherings for our work to truly be accessible and center marginalized communities.

In addition to ensuring access to our online and remote programming by making sure closed captioning, ASL interpretation, and multi-lingual spaces are available, another important component of remote programming is experimenting with new tools and approaches to make this work experiential and engaging. Especially as preventionists, we know that it isn't just about what we are teaching or sharing with our communities, but how we do it. We also know that there is often lots of knowledge and expertise in the rooms that we enter, and uplifting that shared knowledge is a key part of our work.

The goal of this illustrated guide is to share a few online tools that preventionists can use in their online programming to support learning, skill sharing, and deeper engagement. Some of these tools may be completely new, while others you may be more familiar with! The most important thing is to experiment and be creative; some tools can be used in ways even their developers didn't think about, and ultimately you know your community best— strategize on how you can introduce and use these tools with your people to make your online spaces what you need them to be.

MISSION STATEMENT

WCSAP is a 501(c)(3) nonprofit organization whose mission is to unite agencies engaged in the elimination of sexual violence, through education, advocacy, victim services, and social change.

PHILOSOPHY

The Washington Coalition of Sexual Assault Programs (WCSAP) views sexual assault as a means of power, control, and manipulation of others and as a social phenomenon which adversely affects adults and children. WCSAP supports efforts to create an atmosphere of nonviolence through social change. We are committed to empowering survivors and eliminating sexual assault.

WWW.WCSAP.ORG

DO A DEEPER DIVE:

Before jumping into the tools in this zine, consider doing a deeper dive into some frameworks and principles of online facilitation. Here are two resources:

Leading Groups Online: A Down-and-Dirty Guide to leading Online Courses, Meetings, Trainings, and events during the Coronavirus Pandemic by Jeanne Rewa and Daniel Hunter

"Using their combined two decades of online facilitation, Jeanne and Daniel walk you through the basics of how to lead sessions online. They give you their top 10 principles for leading online groups, introduce you to interactive tools you can lead online, and answer commonly asked questions."

Available in English, Spanish, simplified Chinese, Korean, and Polish: **www.leadinggroupsonline.org**

Humanizing Online Teaching by Dr. Mary Raygoza, Dr. Raina León, and Dr. Aaminah Norris from Saint Mary's College of California

"Our research and teaching praxis centers around striving to humanize education -- in the Saint Mary's Single Subject Teacher Education program, we teach a class called Humanizing Education Methods. We offer this resource based on scholarship on teaching practices for equity and social justice and our collective experiences of online and hybrid teaching. It is not centered on the technical aspects of online teaching but rather pedagogical practices that promote care for the whole student and class collective"

Available in English: **https://digitalcommons.stmarys-ca. edu/school-education-faculty-works/1805/**

FIRST THING'S FIRST, ZOOM!
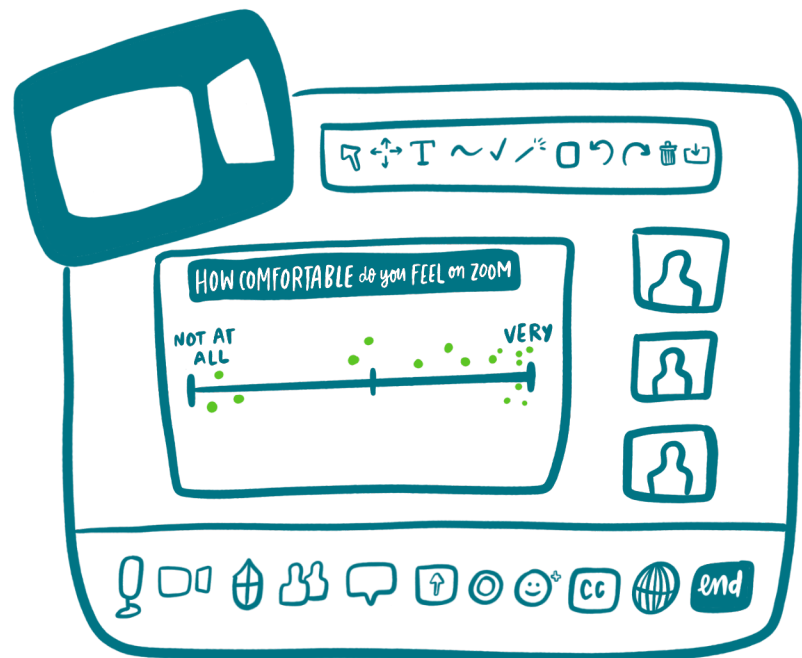
Many of us have been using **ZOOM** daily since shifting so much of our work online, and many facilitators are familiar with the different features that this meeting platform offers. However, there may be a few features you haven't tried quite yet or haven't thought to approach.

CLOSED CAPTIONING is an important accessibility tool for online/remote meetings. While a best practice is to hire a captioner for your meetings, there is also an AI live transcription feature on Zoom.

BREAKOUT ROOMS are also a great way to support small group conversation. Hosts can assign participants into specific groups or allow participants to choose which breakout room they would like to be in. Invite breakout rooms to use some of the collaborative platforms discussed later in the zine to support collective documentation, notetaking, and share backs.

ZOOM CONTINUED...

The **ANNOTATION TOOL** allows participants to "mark" the screen with text, a drawing feature, or a stamp. Annotation is perfect for spectrograms, or activites that visualize how your group feels about a certain topic. Share your screen with the question and spectrum on a slide and aks your partipants to "annotate" where they fall along the spectrum. Facilitators can also save the spectrums (with consent) to share with folks after or even for data collection and analysis.

Use **EMOJI REACTIONS** to gauge how your group is feeling or to invite participants to answer questions non-verbally. Facilitators should verbally name what they see when folks are using emojis to react. For example, "I see a lot of hearts in response to X" or "Looks like we a have a few thumbs down, let's pause and address concerns."

Using the **CHAT** thoughtfully is a great way to keep people engage. Use the chat to paste activity instructions or questions asked. Pop in links that are verbally mentioned. Experiment with a "chat waterfall" where participants type in a response to question but don't press enter until the facilitator counts down from 3-1 to see a rush of answers in the chat all at once!
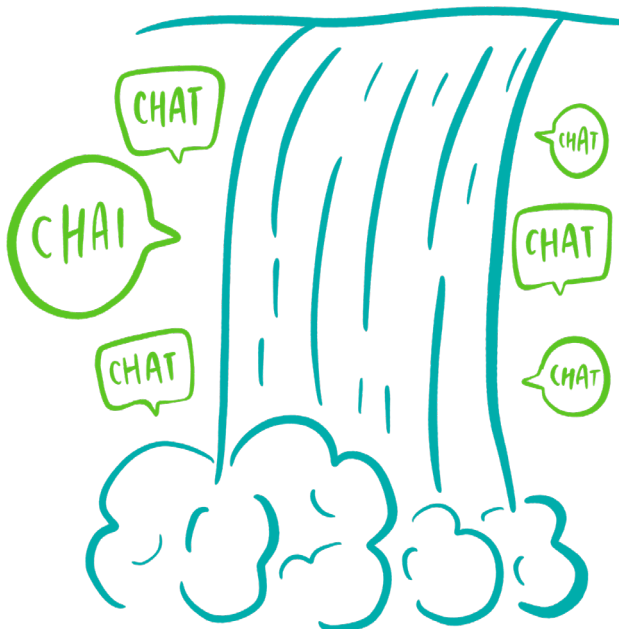
SAMPLE ACTIVITY:

This is an easy online icebreaker using Zoom's camera feature or emoji reaction feature that mimics the in-person activity of participants physically moving forward/backward in response to a question!

Put together a list of statements. These can be get-to-know-you statements (ex. I grew up in Washington) if you're doing an easy icebraker or more content-based questions if you are trying to get a sense of how knowledgable participants are about a certain topic, myth-busting, or something more like a temperature check. Encourage participants to use "gallery-view" so they can see each other.

If using the camera feature: Ask all participants to turn off their cameras. Tell them that you will read off a list of statements. If they agree or identify with a statement they should turn their camera on. If they do not agree or identify with a statement they should stay off-camera.

Sometimes folks can't be on camera or don't feel comfortable being on camera. If that's the case, invite participants to use emoji reactions instead. After hearing a statement that they agree or identify with, instead of turning on their camera, they can use one of the emoji reactions.

JAMBOARD, **CONCEPTBOARD**, **PADLET**, and **MURAL** are all collaborative brainstorming tools and platforms that allow multiple users to add text, sticky notes, and images in real-time. Facilitators can use these platforms like they would use large sticky paper or whiteboards in-person.

Jamboard is a Google product and is the simplest out of the four listed tools. It's easy to navigage and participants do not need a Google account to access boards and edit them. Jamboards have "slides" that can be created which makes multi-topic or multi-question boards for one presentation really easy to organize and navigate.

Padlet has timeline and map templates for more specific lessons or activities.

Conceptboard and Mural both allow participants to work and move around on one large canvas or space at one time.
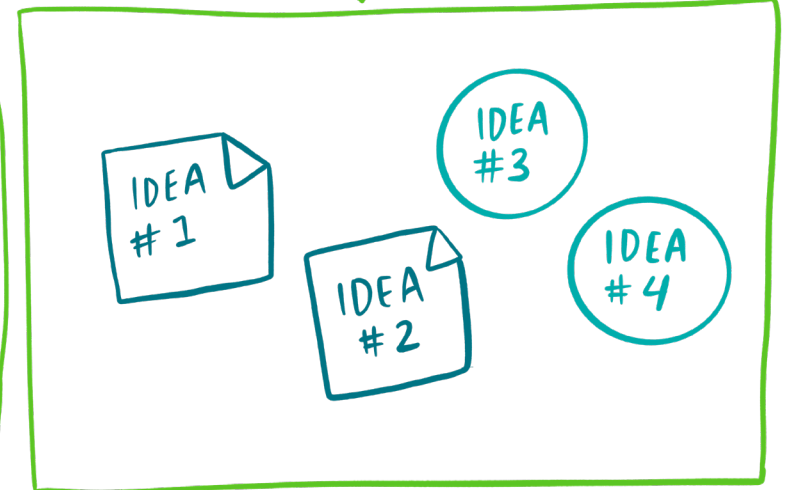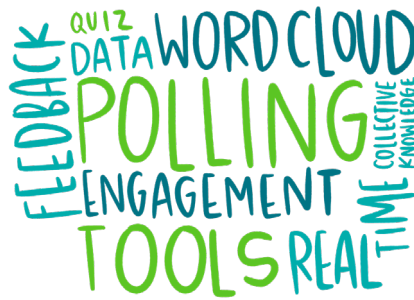
SAMPLE ACTIVITY:

This is a fun teambuilding activity in which you can bring in creative expression in your online facilitation! Create a Jamboard with the same number of slides as the number of participants and facilitators (you're included). Put each participant's name on their own, individual slide. During your workshop, meeting, or event, ask participants to create a virtual collage about themselves with text, images, and/or drawings. Play music while people create and invite folks to share their collages afterward.

This activity can be done as an introduction activity for a new group of people or in a virtual staff meeting. Collages can also be made on different content topics like "consent" or "youth leadership." Another approach could be to ask participants to create collages based on their vision of what healthy, safe, and free communities look like for them.

Use **POLLING PLATFORMS** like [Mentimeter](#) or [Poll Everywhere](#) to do live polling, data collection, process evaluation, and visioning! Do a temperature check to see how your participants are feeling about content and activities, create collective definitions for terms, or get a sense for where participants might want to go next.

Use word clouds, pie or bar graphcs, or Q&A formats. You can also create quizzes and presentation slides on Mentimeter.

SAMPLE ACTIVITY:

When working with a new group of people or emabrking on a new group process, use one of the polling platfrom to create a word cloud based on your group's shared values. Ask participants, "Whats a value that you'd like to bring into the space" or "What's a value that you would like to center as we work together or share share space togehter." In these word clouds, words and/or phrases shared multiple times get bigger. Tell participants that if they see a value that they want to echo, to also type it in so it gets bigger.

At the beggining of each session, ground your group back in their values wordcloud and/or bring back the wordcloud if it feels like participants are not acting in ways that align with their named values to have a conversation about it.

TIP: In addition to wordclouds being useful in real-time, they can also be useful for evaluation and data collection purposes. Try using wordclouds in place of some of your process evaluation or survey practices if/when it makes sense!

You might already use **CANVA** to create social media graphics, but Canva can also be used to create presentation slides, Zoom backgrounds, and more. You can also use this platform to create group collages or for visioning. Creative and art activies can be some of the most effective in-person; try to adapt some of your favorite remotely through a platform like Canva!

SAMPLE ACTIVITY:

Create a spectrogram on Canva using 4-5 different images that could represent a person's mood. Images could include different types of weather (sunshine, fog, a thunderstorm, etc.), favorite characters from a t.v. show or movie, memes, or anything else.

Invite participants to use the annotation tool, chat, or to unmuate to share which image best represents how they are feeling. This is a great way to do a temperature check and to see how your participants are feeling without doing a deeper dive. If you have a smaller group or you do have time, invite participants to share more about how they're doing.

ADDITIONAL TIPS:

- Number each image so folks can write the # in the chat during their check-in without having to describe it in detail.
- As people respond, note similarities and themes. Like, "I'm seeing a lot of 4's today, I'm interpreting that as a good # of folks feeling a little tired."
- Describe images audibly for participants who are not able to see them. Like, "Image #2 is of a forest covered in a deep fog" or "Image #3 is of a hamster surrounded by pink heart and flower emojis."

GAMES!

WORD WALL	KAHOOT!	FACTILE	GATHER
$100	$100	$100	$100
$200	$200	$200	$200
$300	$300	$300	$300

WORDWALL provides a wide variety of templates to create both interactive and printable activities. This platform was designed with teachers and classrooms in mind. They offer activities such as drag-and-drop matching, true or false, multiple choice quizzes, wordsearch, maze chase, random wheel, labeled diagram, a gameshow quiz, and others.

TIP! Sometimes check-ins can be slow, waiting for who will unmute next. Try adding participant names to the wheel for seamless check-ins. The wheel can also replicate chance activities you used to do in person, such as throwing a beach ball with questions on it, or pulling prompts out of a bucket.

Pricing: With the free Basic plan you'll have access to several interactive templates, but there is a limit to the number of interactives you can save and you won't have access to printables. Standard and Pro plans unlock more features and range about $5-$10 per month based on plan and payment option.

KAHOOT and **FACTILE** have similar game, review & quiz options to Wordwall.

GATHER is a virtual space in which participants can use avatars to move around and interact with embedded videos and other paricipants, give or share presentations, collaborate on a whiteboard, or play games like tetris and pictionary.
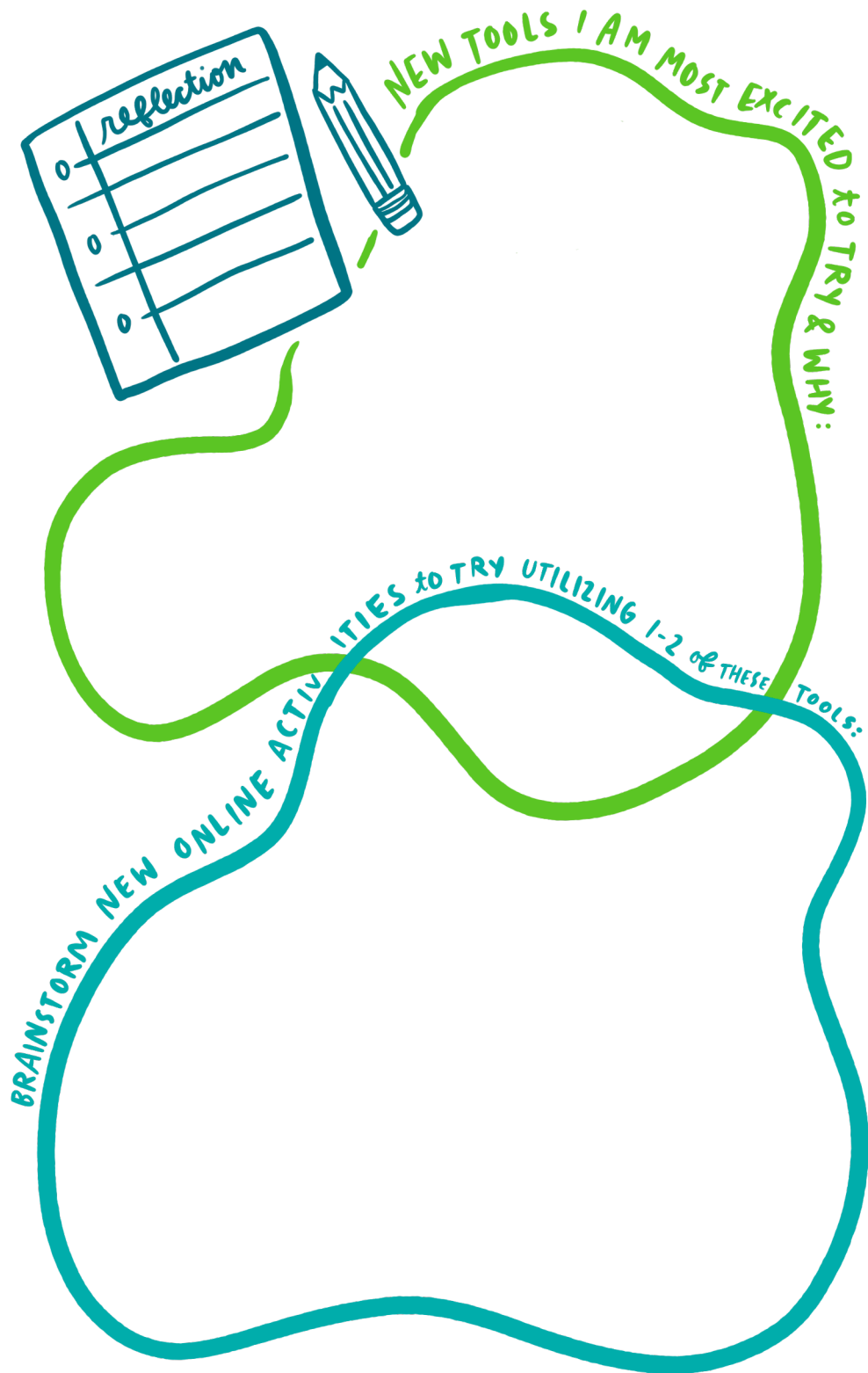
SETTING THE TONE:

Don't forget to use music in your remote spaces. Playing music through platforms like **SPOTIFY** to welcome participants or doing journaling activities can help create a sense of connection. Consider bringing movement to your remote spaces and do a quick dance/movement break on or off camera too!

BREATHE IN

▶ 🔊 0:05/0:53

YOUTUBE can be used to share videos like you would in any training; it can also be used for grounding and breathing exercises. There is an abundance of videos created for folks of all ages and for all types of purposes. Use these videos as an invitation to either follow the video or use that time to do another practice.

reflection

NEW TOOLS I AM MOST EXCITED to TRY & WHY:

BRAINSTORM NEW ONLINE ACTIVITIES to TRY UTILIZING 1-2 of THESE TOOLS: